



# Employment Opportunity

## Supply Control Technician

Range 33

\$2153 - \$2712 monthly

Recruitment: 611 -2006

Opens: December 6, 2006

Closes: December 20, 2006

**Location:** Business Services, Purchasing  
Located in Olympia

**Job Summary:** This position provides customer service to employees and vendors in Purchasing, Inventory and Surplus activities. It also performs procurement functions.

### Key Job Responsibilities:

- Provides technical guidance to agency programs in the areas of Purchasing, Inventory and Surplus
- Ensures vendor payments are in compliance with Washington Purchasing Manual, O.F.M., Agency Policies and How To's
- Manages/processes assigned vendor letter payments within a 3-day turn around time frame
- Conducts Physical Inventories

### Key Competencies:

- Knowledge of State and Agency accounting policies and procedures related to purchasing  
Working knowledge of state financial systems including AFRS, Enterprise Reporting  
Skilled use of Microsoft Office (Excel, Word, & Access)
- Ability to participate in conducting physical inventories
- Ability to read closely, comprehend, and apply rules and regulations adopted by OFM and GA to provide purchasing guidelines to agency employees
- Ability to prioritize, review and process vendor payment claims accurately and meet the critical deadline of processing within a 3-day turn around time frame,
- Ability to work accurately with numerical/financial information
- Ability to multi-task with frequent interruptions in a fast-paced office environment
- Ability to use the 10-key calculator by touch (note, if invited for an interview, your 10-key skills will be evaluated).
- Ability to write clear letters and memos, respond courteously and communicate clearly in response to requests for information.

### Required Qualifications:

- Two years of general fiscal or accounting related experience. At least one year of this experience must include purchasing and inventory duties.
- Demonstrated proficiency in 10-key operation (note, if invited for an interview, your 10-key skills will be evaluated).

### Preferred qualifications:

- 2 years performing physical inventories, or in supply or purchasing
- Completed a college, vocational technical, or business school course in accounting
- One year of general accounting experience that includes processing vendor payments)
- Valid driver license

**Working Conditions:** This position requires that you be willing and able to:

- Office work during core business hours of 8:00am to 5:00pm
- Sit at a desk for 8 hours per day reviewing and processing vendor payment claims and working with information on a computer screen.
- Very limited leave allowed during Fiscal year & Biennial year cutoffs
- Work accurately with data and information while processing a high volume of documents and maintaining a 3-day timeframe for completion.
- Perform some lifting, up to 40 pounds occasionally.
- Travel 10% of the time for inventory

**Notes:**

This position is covered by a collective bargaining agreement between the State of Washington, Department of Fish and Wildlife and the Washington Federation of State Employees (WFSE), which contains a “union security” provision. This means that, as a condition of employment you must either join the union and pay union dues, or pay the union a representational or other fee within 30 days of the date you are put into pay status.

**Experience and Training Exam:**

Submit your answers to the questions along with your application to Cheryl Gardner, 600 Capitol Way N, Olympia, Washington 98501 or e-mail [gardnclg@dfw.wa.gov](mailto:gardnclg@dfw.wa.gov). Follow the instructions carefully and provide complete answers. Be sure that any employment or formal training is also shown on your state job application. **All application materials, including the questionnaire, must be received by the close of business on December 20, 2006.**

On a separate sheet of paper, provide the information requested below. A resume will not be accepted as a substitute for providing the information in the format below.

1. Describe your fiscal, accounting, purchasing, supply, or inventory related experience. Specify your employer, job title, primary duties, and length of experience for each job you have held.
2. Describe your experience in 10-key operation.
3. If you have completed an accounting course, list the title, school and approximate date.
4. Briefly describe any experience or training that gives you a good working knowledge of Microsoft Excel.

*The Department of Fish and Wildlife actively supports diversity in the workplace. Women, racial and ethnic minorities, persons with disabilities, disabled veterans, and Vietnam-era veterans are all encouraged to apply. Disabled persons needing application/testing/interview assistance may call (360) 902-2276 or the Telecommunications Device for the Deaf (360) 902-2207.*